

INSTRUCTIONS FOR DSS-1571, Part III – Excel Version

General Information

PLEASE READ BEFORE ENTERING DATA INTO THE DSS-1571.

This Excel workbook has been designed to make preparation of the DSS-1571 easy and accurate. The DSS-1571 Excel workbook contains 12 separate worksheets, one for each calendar month. View information each month by clicking on the worksheet desired. This DSS-1571 will also facilitate tracking line items that require budget amendments and calculate YTD Expenses as well as Unexpended Balance.

The worksheets are numbered 1 through 12. Regardless of when your contract start date is, always use worksheet #1 as the first billing month submitted for reimbursement.

- *Example: If the contract period is from January 1st to June 30th, the worksheet #1 will be for January. Otherwise, the calculations will not function accurately.*

The cells with formulas in each worksheet are protected to prevent any accidents.

Do not enter dollar signs. It is recommended that you make a clean copy of this file for your record.

Instructions

1. DSS-1571 III (Administrative Cost Report for the Month Ending: MM,YYYY – enter the month (MM) and the year (YYYY) in which the expenditures occurred. Do not enter the month of submission. This entry must be entered each month to each worksheet.
2. Contract ID No.: – enter the contract ID number in the space provided. Once entered on worksheet 1, it will copy to all remaining 11 worksheets.
3. Provider Name: – enter the provider name in the space provided. Once entered on worksheet 1, it will carry to all remaining 11 worksheets.
 - *Enter the agency title as given on the contract. Do not enter the program title.*
4. Column (1) Object of Expenditure – these line item titles (A through K) correspond to those listed on the DSS-6844S Budget pages. Item K requires you to list items individually as listed in your approved Budget. Once you have entered each item under line K, it will automatically copy to each remaining worksheet.
5. Column (2) Current Expenses – enter the total amount of expenses that occurred for the month by line item. Remember to list individual expenditure items for line K. Enter 100% of expenditures and do not prorate cost. The only exception to prorating costs will be the indirect cost if any amount has been included in the DSS-6844S Budget. Amounts entered in column 2 will update the YTD Expenses in column 3.
6. Column (3) YTD Expenses – the worksheet will calculate this amount once the expenditures are entered in column 2.
7. Column (4) Approved Budget – the worksheet will calculate this amount once the DSS-6844S budget amounts of the contract are entered in column 5.

8. Column (5) DSS-6844S Budget, Amendments, and Adjustments –

Column 5 is a multi-purpose column. **Complete Column 5 first** in order to enter the contract budget amounts as well as any subsequent amendments or adjustments to the budgeted amounts.

Entering DSS-6844S Budget amounts the first time:

- **only in worksheet 1**, enter the contract budget amounts as outlined on page 1 of the DSS-6844S Budget pages by line item under Column 5.
- If the contract requires a provider match, enter on the line titled “Less: Provider Match:” the percentage (ex. 18.04%) of provider match (Cell B39). Also, enter on this line under column 5 the amount of provider match from page 1 of the DSS-6844S Budget (Cell F39).
- Once the contract budget amounts are entered on the worksheet 1, they will populate column 4 *Approved Budget* and copy to the remaining 11 worksheets.
- Unless there is an approved contract/budget amendment or a budget adjustment (see below), do not enter any amounts into column 5 after Month 1.

Up to 10% Adjustment OR approved amendment:

Up to 10% Adjustment: In accordance with your contract, you are allowed to increase the amount of any existing line in the approved budget by as much as 10% without prior written consent of the Division as long as there is a corresponding decrease in another line item(s) so as not to exceed the total contract amount. To document the increases and corresponding decreases, indicate them as instructed below on the appropriate line under column 5. Please note that an adjustment can only be made when there is no change to the scope of work under the contract. If the scope of work changes, an amendment is necessary.

- This adjustment is allowed **one time**. Even if you make only a 5% increase in a line item, you may not make another increase in that line item in a subsequent month.
- When you need to make an adjustment as allowed in the contract, you must also submit a signed statement explaining the adjustment and how it can be made without changing the scope of work.
- Note, you **may not** make an adjustment to your salary and fringe line items if indirect costs are included in your contract **unless** the indirect costs are applied to the total contract. If indirect costs are not applied to the total contract, you must do an amendment to change the salary and fringe line items even if there is no change to the total contract amount.

Approved Amendment: An amendment must be signed by all parties in order to be effective. Do not enter amended budget amounts prior to the month the amendment is effective. To document the amended amounts, indicate them as instructed below on the appropriate line under column 5.

- Enter an **up to 10% Adjustment or Amendment** amounts in column 5
- Enter the amount of change on the appropriate line item. Example, if you are decreasing office supplies by \$50.00 and increasing postage by \$50.00, enter negative \$50.00 [-50] on the budget line item for supplies and enter \$50.00 on the line item for postage. This entry will automatically update column 4 (Approved Budget).

- *Do not enter the total amount, just the change amount. For example, you are decreasing your \$1,500 supply line item by \$100. Enter -100 in column 5, **not** \$1,400.*
 - In the unnumbered column immediately beside column 5, enter AM (Amendment) or AD (Adjustment) beside the changed line item. This is to document which type of change you are making.
 - On the subsequent months' worksheets the adjustment/amendment amount will not appear in column 5 because they will already be included in column 4 under your Approved Budget.
9. Column (6) Unexpended Balance – Column 6 is calculated automatically when the approved budget (column 4) is in place and current expenditures are entered in column 2 to update YTD Expenses in column 3. Approved Budget (column 4) less YTD Expenses (column 3) = Unexpended Balance (column 6).
10. At the *bottom right corner of the worksheet*, is the box indicating the DSS Contract Administrator name. Within this box are items that are required by the DHHS Controller's Office in order to process the reimbursement request. They are the **NCAS-PO No, Account/Center/Percent**. The contract administrator will enter this information.
11. In order to process the DSS-1571 invoice, it must be signed and dated by the authorized provider (original signature, not stamped) and the name and phone number of the individual responsible for completion of the DSS-1571 must be included.
12. Once all the information is entered on worksheet 1, you will need only to enter on subsequent months' worksheets the following:
- Current month ending and year in the title, i.e., September, 2005
 - current expenses
 - Any adjustments or approved amendments
 - Authorized provide signature, date name and phone number of person responsible for completing the DSS-1571.

Submission of DSS-1571

- Print the completed worksheet. The Authorized Provider Agency Official must sign and date it.
- Submit an original and one copy of the DSS-1571 to the Contract Administrator **no later than the 15th of the month following the month of service**. The Contract Administrator's title and address is provided in your contract.
- **Submit a report every month, even if no expenses were incurred.** This ensures the Contract Administrator can determine whether a report is missing. If no expenses are incurred during a given month, complete the Month ending date at the top of the form. Enter zeros in each line item in column 2. Print, sign, date and mail as instructed above.